

Custodial, Labor and Trades Branch
Labor and Trades Supervision Group
Water Production Series

WATER SUPPLY MAINTENANCE SUPERVISOR

07/92

Summary

Under general supervision, directs and oversees the activities of the Water Supply Maintenance Crews engaged in preventive and corrective maintenance; performs related duties as required.

Typical Duties

Organizes, directs and controls personnel engaged in well and booster pump corrective and preventive maintenance activities; performs maintenance of water supply equipment such as various types of valves, meters, reservoirs, and chlorination equipment; supervises all maintenance of water supply. Responsible for keeping well development and testing records of all wells; schedules daily assignments; coordinates equipment and material for the EPWU maintenance crews; arrange equipment repairs with outside contractors; ensures work is performed properly, safely, and in a timely manner.

Supervises, trains and evaluates assigned personnel; enforces established policies and procedures, standards of conduct and work attendance and safe working practices and procedures; maintains records and prepares reports.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and six years of experience in well supply corrective and preventive maintenance; or an equivalent combination of experience and training.

Knowledge, Abilities and Skills: Considerable knowledge of the work methods and procedures involved in water supply maintenance; considerable knowledge of the operation and maintenance of water supply equipment such as various types of valves, meters, reservoirs, and chlorination equipment; considerable knowledge of the safety precautions related to maintenance; some knowledge of supervisory techniques, standards of conduct and work attendance and safe working practices and procedures.

Ability to supervise maintenance crews; ability to plan, organize, direct and control maintenance work in such a manner as to ensure that it gets done properly and on time; ability to maintain records and prepare reports; ability to read and understand well driller's logs; ability to supervise, train and evaluate assigned personnel; ability to establish and maintain effective working relationships with fellow employees.

Physical Requirements: Occasional exposure to unfavorable weather and other unfavorable working conditions.

Licenses and Certificates: Texas Class "C" Driver's License or an equivalent license issued by another state; Class B Certificate of Competency in Water from the Texas Water Commission; TWC Pump Installers License.

Director of Personnel

Department Head